

Montana District Court
Case Management System

Status Report

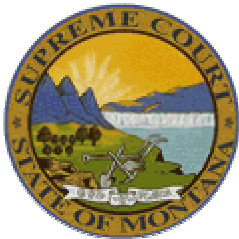
Montana Supreme Court Office of the Court Administrator

FullCourt Wrap-up in Montana's Courts of Limited Jurisdiction

And

Montana District Court Case Management Project

Status Report



One-time-only Project Background

The 2005 Montana Legislature appropriated a total of \$1,095,000 in one time only funding to partially purchase a commercial off the shelf case management system for Montana's District Courts and to complete the installation of FullCourt in Montana's Courts of Limited Jurisdiction (COLJ).

The original one-time-only proposal was **\$2.6 million dollars**. The amount was reduced to \$1,345,000 and then further reduced on the House floor by \$250,000 -- to the current \$1,095,000.

The one-time-only funds are being used to finish the deployment of FullCourt in Montana's Courts of Limited Jurisdiction and to begin the migration of Montana's District Courts to a new case management system.

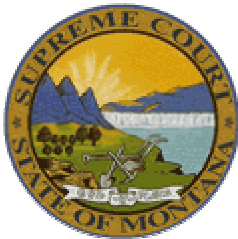
Project Status

FullCourt Deployment in Montana's Court of Limited Jurisdiction

Currently, there are 115 courts of limited jurisdiction using the FullCourt case management system. These 115 courts account for 95% of all cases that were filed in Montana's courts of limited jurisdiction in calendar year 2004. The remaining courts are generally very small rural courts with annual case counts of less than 700 cases per year.

During the fall and early winter months of 2005-2006, training staff at the Court Administrator's Office surveyed these rural courts and revamped the FullCourt Training and Deployment Program to address the unique needs of these small courts. Specifically:

- The Office of the Court Administrator and the Department of Administration (DOA) entered into a Management Control and Services agreement for the Judicial Branch to purchase hosted information technology services from the DOA.
- The training program staff piloted the Citrix remote access capability through the DOA. The Citrix connection allows a small court, over the Internet, to securely connect to the FullCourt case management system housed at the DOA data center. The first three courts (Ronan Justice Court, St. Ignatius City Court and Boulder City Court) are piloting the Citrix solution for small courts.



- The training team has established a regional training schedule to deliver instructor-led training courses to multiple courts in a single session. The trainers follow-up this training with on-site or web-enabled training as appropriate.
- The training team has been developing training courses using on-line, real-time web-based training tools (WebEx). This format will also be used to deliver training to courts already using the FullCourt product.
- The Court Administrator's Office plan to deploy FullCourt to the remaining twenty-seven (27) rural courts between January 2006 and July 2006 using the Citrix application for smaller courts.

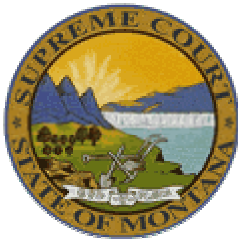
District Court Case Management System

FullCourt is an Oracle based case management system meeting all current state technology standards. In addition, the system complies with the National Center for State Courts functional requirements for a court case management system. FullCourt has been well received by Montana's COLJ and operates reliably in a variety of urban and rural settings. Although FullCourt is used in Montana only by justice of the peace, city and municipal courts, the product is designed for use in general jurisdiction courts as well. For instance, Kansas and Idaho have statewide district court implementations of FullCourt and Wyoming has installed FullCourt in 13 of their 26 district courts.

There are a number of benefits to using a common case management system for Montana courts.

Standardization:

Montana's Courts of Limited Jurisdiction and District Courts share many common functional system requirements including criminal case processing, financials (tracking fines, fees and general accounting), jury management, document management, and calendaring. A common case management system provides uniformity for Montana courts and simplifies any future technology initiatives including electronic filing and system integration.



Economy of scale:

The Judicial Branch can leverage full purchasing power to negotiate an enterprise license for case management software thereby reducing the cost of ownership for all Montana courts.

A common case management system provides synergy in the areas of training, support and development.

The Clerks of the District Courts in the 4th Judicial District (Missoula and Mineral counties) offered to pilot FullCourt in their offices. The 4th Judicial District is a superb choice because it includes both an urban and rural Montana county.

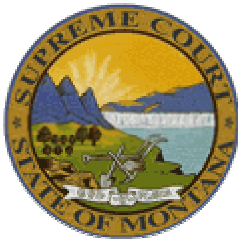
Pilot Project Objectives

The primary objective is to pilot the FullCourt case management system in the District Courts of the 4th Judicial District for an eventual statewide deployment. The pilot project is based on the following assumptions:

- 1) The FullCourt case management system, jury module and interface to the State's document management system "FileNet" include 85% of the core court case management features needed by the 4th Judicial District without modification.
- 2) The pilot counties in conjunction with assistance from the Office of the Court Administrator will be able to identify at least 5% of the remainder for any essential Montana-specific customizations.
- 3) The remaining 10% of the priority features will be identified through "Track Committees" for prioritization and future enhancements. The track committees (Core Case Management, Jury, Document Management, External Interfaces and Reports, and Data Conversion) also provide oversight for the pilot project. The Judicial Branch's Commission on Technology and District Court Council also provide project oversight.

This pilot project structure was adopted to meet the following objectives.

- The pilot project structure provides the opportunity for all stakeholders to participate in the definition of requirements and the customization of FullCourt in Montana District Courts.
- The pilot project structure allows all case management requirements to be fully documented, thereby, establishing a baseline for pilot project acceptance.



- The pilot project structure allows for the documentation of standard features distinguishable from those features that are local Court options. *The documentation will be used to create the pre-installation guide for Montana district courts.*
- The pilot project structure will identify resource requirements (training and technical) in sufficient detail to adequately plan for a statewide deployment upon pilot product acceptance.

District Court Pilot Project Status Summary

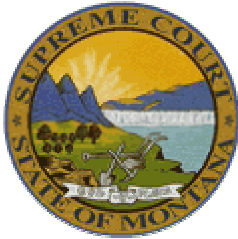
The official pilot project kick-off occurred the week of December 12th. The District Court Clerks from Missoula and Mineral counties, the JSI FullCourt project team, and the pilot project staff from the Court Administrator's Office met for the greater part of the week.

The kick-off included adoption of the project charter and approval of the high level work plan. The kick-off also included a structured and detailed walk through of the FullCourt case management system for general jurisdiction courts and the FullCourt jury system. The group set about identifying known changes to FullCourt that will be needed to accommodate customizations of the product that are Montana specific.

In total the group identified eight (8) changes. These changes are needed to accommodate vital statistic and child support information to the Department of Public Health and Human Services and changes to accommodate jury processing. The proposed modifications are being reviewed to ensure that these modifications meet the business requirements identified in the project kick-off.

Other significant tasks of the past several weeks include:

- Testing the FullCourt to FileNet interface with the Department of Administration and JSI.
- Analysis of data mapping between the current District Court case management system "JCMS" and FullCourt for data conversion.
- Completion by Missoula and Mineral counties of the FullCourt pre-installation guide.



- Work on document templates for the standard documents created by the Clerks of the District Court.
- High-level presentations on the project structure and project plan to the Law and Justice Interim Committee and the District Court Council.
- Requests for Track Committee assignments to the President of the Montana Association of District Court Clerks.

Activities Planned

- Finish draft of Functional Requirements Document
- Modify and approve as appropriate JSI modifications to FullCourt to support Pilot counties.
- Complete FileNet-FullCourt Interface
- Finalize Track Committee Membership
- Schedule Track Committee Meetings

If the FullCourt pilot project for District Courts is successful, the remaining one-time-only funds will be used to deploy FullCourt in other selected judicial districts. Since the original funding proposal was significantly reduced, deployment of the case management application to all District Courts will not be possible this biennium, but it is anticipated that targeted deployment of the case management system would account for more than half of the cases filed in Montana's District Courts in 2004.

Problems/Issues

- None